

**Supreme Judicial Court
John Adams Courthouse
Conference Location Reservation Form**

This form is to be completed to request use of Supreme Judicial Court conference and meeting locations within the John Adams Courthouse. *(Note: to request use of locations in the Appeals Court of the Social Law Library, please contact those offices directly.)* Please provide as much information as possible when completing the form. Your request will be reviewed and a staff member will contact you as soon as possible regarding your request. Reservations are NOT confirmed until the form has been submitted and you have received e-mail or telephone confirmation from the court.

Please take note of the following policy regarding the use of the John Adams Courthouse: The John Adams Courthouse is available to public agencies, as well as educational, civic and other private non-profit entities, for events that have as their primary purpose enhancement of the legal profession, or education about or improvement of the law, legal system, or the administration of justice. The event should be educational or civic in purpose and not a personal, political, commercial, or fund-raising event.

If you have any specific questions regarding our facilities please contact Suzanne Brown by e-mail at Suzanne.Brown@sjc.state.ma.us or by phone at 617-557-1193.

Name of Group Hosting Event: _____

Name of Event (Please include a brief description of event): _____

Contact Person: _____ **Telephone # for Contact:** _____

E-mail for Contact: _____

If different from above, provide name & telephone number for contact person who will be on site for the event.

Name: _____ **Telephone # (office):** _____ **(cell):** _____

Date of Event: _____

Meeting Begin Time*: _____ **Meeting End Time*:** _____

* The conference location will be made available 1 hour before the event start time to allow time to set up the location and ½ hour after the event end time to allow time for clean up.

Location of Event (check one):

☐ Second Floor Conference Suite ☐ Great Hall ☐ Other: _____

Number of People Attending: _____

Furniture and A/V needs:

Please check all that apply and, where appropriate, indicate number of items needed.

- ☐ Stacking chairs, wood (100 available). Quantity requested: _____
- ☐ Folding tables, wood, 5' x 1½' (25 available). Quantity requested: _____
- ☐ round "cocktail" tables (9 available). Quantity requested: _____
- ☐ Lectern
- ☐ Sound System (speakers, 2 cordless microphones, and 2 table-top stands and 1 floor stand for microphones)
- ☐ VCR/DVD player and monitor
- ☐ Projector (for power-point presentation) *Note: presenter MUST bring his/her own laptop*
- ☐ Projection screen
- ☐ Sign Stands, metal, holds both horizontal and vertical signs from 8½" x 11" to 11" x 14" (6 available)
Quantity requested: _____
- ☐ Crowd Control Stanchions (6 sets available). Quantity requested: _____

PLEASE NOTE: Due to limited staffing availability, the organization or group hosting the event must perform the actual set up and arrangement of the furniture and equipment of the conference location. All equipment must be returned to its original location at the conclusion of the event.

Catering/Food Service:

Name of caterer: _____

Catering contact name: _____ Caterer telephone #: _____

Approximate time of arrival of caterer: _____

Nature of catering (e.g.: hors d'oeuvres, lunch, wine and cheese, etc.) _____

Alcohol (check one): ☐ will not be served ☐ will be served [a copy of the caterer's liquor liability policy must be faxed to 617-557-1052 prior to the event]

Special Requests:

*Please sign below indicating that you have read the policy highlighted on page 1 of this form and certify that the program/event meets the purpose stated above, is educational or civic in purpose, and is **not** a personal, political, commercial, or fund-raising event:*

Signed: _____ Date: _____

Print name: _____

Please return this form by fax to Suzanne Brown at 617-557-1052.

Reminder: Your room request is not considered confirmed until this form has been forwarded to the Supreme Judicial Court and you receive either an e-mail or telephone confirmation from the Court.